

**Addendum to
Statement of Work
For Construction Services**

MSGR Interior & Exterior Construction Renovations
U.S. Embassy
Windhoek, Namibia

The information provided in this Addendum in addition to or replaces information presented in the Statement of Work. Wherever information presented in this Addendum differs from the SOW, the Addendum is to be followed.

Reference SOW Section 1.4

The residence will be occupied after October 1st. Work must be staged accordingly to ensure that the house will be habitable by October 1st and any work to be completed after October 1st will not affect the habitability of the residence.

Reference SOW Section 2.2

The Period of Performance for all work in this SOW is to be **90 days from notice to proceed (NTP)**. All work in bedrooms 4-10 must be **completed by October 1**. The Kitchen renovation must be **completed by October 1**. If work cannot be completed by October 1, temporary kitchen facilities must be provided at another on-site location approved by the COR.

Reference SOW Section 5.7

On site safety inspections will be conducted by the Embassy Safety Coordinator. Contractor employees not utilizing proper Personal Protective Equipment (PPE), following safety procedures, or generally working in an unsafe manner will be removed from the work site. Time lost due to contractor employees not working safely will not extend the Period of Performance.

Reference SOW Section 7.8

Contractors may work any hours while house is unoccupied. After occupancy work hours will need to be approved by the COR and will generally follow the Embassies normal working hours.

Reference SOW Section 9.2

Milestones:

Contractor Pre-Proposal Site visit	Aug 6, 2014
Bids due by 12:00 Noon	Aug 15, 2014
Award of Contract and Notice to Proceed	Week of Aug 18, 2014
Contractor Begins Work onsite	Aug 25, 2014
Pre-Construction Meeting	NPT + 1 day
Pre-Construction Submittal	Within 10 Days of NTP
Embassy Submittal Review	Within 14 Days of NTP
Completion of work in Bedrooms and Kitchen	October 1, 2014
Substantial Completion	NTP + 90 Calendar Days

Reference SOW Section 10.3

Contract employees will not receive badges.

Contractor must submit the following employee information as part of the Pre-Construction Submittal.

Full Name

Place and Date of Birth

Current Address

Identification Number

In addition, Contractor must keep a log book containing the names of employees onsite each day of construction.

Additional Information

Documents to be required in the Bid package

- 1) Firm fixed price quote for all work covered under this SOW. Quote should break down by line item the different tasks to be completed and provide a line item price for each task.
- 2) Programme demonstrating the Contractor's intended schedule to complete the work in this SOW. Start and finish dates for each task must be shown in the programme.
- 3) Company profile, including examples of similar work and names of references with contact information.

Bid Evaluation Criteria

All bids will be evaluated based on the following criteria.

- 1) Technical acceptability of the bid, that it includes all work written into the SOW and conforms to the standards and methods stated in this SOW.
- 2) Contractor demonstrated adequate past performance.
- 3) Award will go to the lowest priced bid meeting the two previous requirements.

Pre-Construction Submittals

- 1) List of employees who will be on site with relevant employee information
- 2) Signed Contractor's Installation Guarantee covering the work, labor, and equipment for a period of 1 (one) year at no cost.
- 3) Bill of Materials, product literature, & product samples.

Coordination during contract execution

The Contractor's foreman must be present for a weekly onsite meeting and provide a weekly summary of work completed since the previous meeting, work intended to be completed by the next meeting, and an up-to-date construction programme. The day and time will be set by the COR.